

District Consultation Form for Use with Nonpublic Schools

General guidance for districts:

- The primary purpose of the annual consultations is to discuss the needs of the nonpublic schools. It is also an opportunity to discuss what worked well and what didn't in the prior year. Consultations should be ongoing throughout the year as needed to maintain open lines of communication and share information.
- Please use this Consultation Form to document that consultations were held and update it to include any additional consultations throughout the year. Provide a copy of this form to the nonpublic schools following each consultation.
- If there will be a change in the service provider for the upcoming year, consultations should occur as soon as practicable but no later than March so that there is sufficient time for the district to receive and consider bids if competitive contracting will occur and to get board approval for contracts.
- If there will be no change in the provider from the previous school year, consultations may be held at a later date, but should be completed by the end of May.
- When nonpublic program fund notifications are posted (in July for nursing, security, technology and textbooks; in August for Chaps. 192/193), districts must notify their nonpublic schools of their allocations within a week, if possible.
- The district is responsible for expending the nonpublic school's full allocations to the extent possible. The nonpublic schools should be notified by the district well in advance of the end of the school year of any funds that are not likely to be spent in the current year. The nonpublic school administrator can then make decisions about the use of the remaining funds with sufficient notice to use them effectively.

District Information

Name of district

Central Office Address (number and street, city, state, and ZIP code)

Name of district chief school administrator

Name of district chief school administrator's designee present at consultation, if applicable

Telephone number
()

E-mail address

Name of nonpublic schools coordinator/s & titles

Telephone number
()

E-mail address

Nonpublic School Information

Name of school

School grade levels

School address (number and street, city, state, and ZIP code)

Name of nonpublic school administrator

Telephone number ()	E-mail address
Name of main contact individual	Title
Telephone number ()	E-mail address

Nursing Program						
State Program with Link to Guidance: Nursing Program ➤ Combined Timeline	Service Provider	Start Date for Nursing Services	How position will be filled in the event of a long-term absence or leave	Consultation dates (list each date)	Initials/signature <i>District and nonpublic designees:</i>	
Additional Requirements <i>By Oct. 1, documents required to the Executive County Superintendent plus a copy to the administrator of the nonpublic school(s):</i> <ul style="list-style-type: none"> ➤ Verification of consultation (signed consultation form) ➤ A copy of the contract with an independent contractor or agency to provide services, if applicable, and approved minutes of the district board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublic school students for the ensuing year, including a rationale for the distribution of funds ➤ A description of the type and number of services that were provided during the previous school year on a Commissioner-approved form <p>Prior to any change in the provision of nursing services, the district board of education shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents.</p> <p>See all code requirements p. 9</p>						

Additional Nursing Elements Discussed During Consultation <i>(The designees from the district and nonpublic school should initial next to each topic to indicate that it has been discussed)</i>	District Designee Initials/signature	Nonpublic School Designee Initials/signature
<p>1. Check those that apply to this school:</p> <p><input type="checkbox"/> The school wants <u>all Nursing Program funding</u> to go toward basic nursing services as defined in N.J.S.A. 18A:40-25</p> <p><input type="checkbox"/> The school wants <u>all Nursing Program funding</u> to go toward additional medical services, equipment and materials, as defined in statute N.J.S.A. 18A:40-26.a</p>		
<p>2. If the school wants some or all funding to go toward the purchase of supplies and equipment, please list items below.</p>		
<p>3. Discuss/list any concerns the school has over services provided this year or requested changes for next year.</p>		
<p>4. If a change in provider is contemplated by the district, the following topics are relevant. (Prior to any change in the provision of services, the board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents.)</p> <p>A. Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator)</p> <p>B. Discuss/list the board's reasons why it wants to change the provider</p> <p>C. Discuss/list the providers being considered and their suitability for the students' situations</p> <p>D. If applicable, discuss/list criteria to be used in the contracting process for services (the public school district should consider the needs and requests of the nonpublic school).</p>		

5. <i>If the consultation is occurring mid-way through the year, discuss the amount of funds remaining and how the school would like to spend them.</i>		
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Auxiliary and Handicapped Services (Chapters 192 and 193)							
State Program with Link to Guidance Chapters 192 & 193 ➤ Timeline	Discuss/list any concerns the school has over services provided this year or requested changes for next year	Service Provider	Start Date for Services or Product Delivery	How position will be filled in the event of a long-term absence or leave	Consultation dates	Initials/signature <i>District and nonpublic designees:</i>	
➤ Chapter 192							
➤ Chapter 193 <i>Examination/Classification</i>			NA ¹				
➤ Chapter 193 <i>Supplementary instruction</i>			NA ²				
➤ Chapter 193 <i>Speech Correction</i>			NA ³				

¹ Examination and classification should be provided within required time period after submission of 407-1 forms.

² Student services should begin shortly after the school provides the student schedules to district/provider.

³ See footnote 2.

Additional 192/193 Topics Discussed During Consultation, if relevant <i>(The designees from the district and nonpublic school should initial next to each topic to indicate that it has been discussed)</i>	District Designee Initials/signature	Nonpublic School Designee Initials/signature
1. <i>If applicable, discuss the time, place and format of services</i>		
2. <i>If desired, discuss the assessments the school will use to determine eligibility for compensatory education under Chapter 192 services (district approval is required).</i>		
3. <i>If applicable, discuss the time and location of make-up services as a result of services not starting on time (include the provider and nonpublic school administrator in discussion)</i>		
4. <i>If a change in provider is contemplated by the district, the following topics are relevant. (Prior to any change in the provision of services, the board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:46-19.7 and 18A:46A-7)</i> A. <i>Discuss/get input from the nonpublic school administrator and parents regarding their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator)</i> B. <i>Discuss the board's reasons why it wants to change the provider</i> C. <i>Discuss/list the providers being considered and their suitability for the students' situations</i> D. <i>If applicable, discuss/list criteria to be used in the contracting process for services (the public school district should consider the needs and requests of the nonpublic school).</i>		

Textbooks and Technology					
State Program with Link to Guidance	Technology and equipment to be purchased by the district for the nonpublic school, including prices and any specifications, if known (pls. list):	Start Date for Services or Product Delivery	Consultation dates	Initials/signature <i>District designee: Nonpublic designee:</i>	
Textbooks ➤ Timeline ▪ Additional Consultation Requirements: <i>None</i>	NA				
Technology ➤ Combined Timeline ➤ Allowable and Non-Allowable Expenditures ▪ Additional Requirements: <i>By Oct. 1, documents required to the Executive County Superintendent plus a copy to the administrator of the nonpublic school(s):</i> ➤ <i>Verification of consultation and the timelines for services, purchases and implementation</i> ➤ <i>Minutes of the board of education meeting at which the agreement was approved that describes how the technology and/or services will be provided to the nonpublic school</i> ➤					

Additional Technology Topics Discussed and Agreed on During Consultation (The designees from the district and nonpublic school should initial next to each topic to indicate that it has been discussed)	District Designee Initials/signature	Nonpublic School Designee Initials/signature
1. The date when the board of education will meet to approve how the technology and/or services will be provided to the nonpublic school. (The board meeting should occur and the technology approved <u>before October 1.</u>) A. Board meeting date for purchase approval (prior to October 1): _____ B. Date when district places purchase orders: _____ C. Date when services begin/technology arrives: _____		
2. If the consultation is occurring mid-way through the year, discuss the amount of funds remaining and how the school would like to spend them.		

Security Program					
State Program with Link to Guidance	Security services, technology and equipment to be purchased by the district for the nonpublic school, including prices and any specifications, if known (pls. list):	Start Date for Services or Product Delivery	Consultation dates	Initials/signature	
				<i>District designee:</i>	<i>Nonpublic designee:</i>
Security Program ➤ Combined Timeline ▪ Additional Requirements: <i>By Oct. 1, documents required to the Executive County Superintendent plus a copy to the administrator of the nonpublic school(s):</i> ➤ <i>Verification of consultation</i> ➤ <i>Minutes of the board of education meeting at which services/purchases were approved</i>					

ANNUAL NURSING CONSULTATION REQUIREMENTS [N.J.A.C. 6A:16-2.5\(j\)](#):

The chief school administrator or his or her designee of the school district in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes:

1. To advise the nonpublic school of the amount of funds allocated to it by the Department [or otherwise made available by the school district] for the provision of health services for full-time students enrolled in the nonpublic school;
2. To agree on the basic health services that shall be provided and the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.;
3. To discuss the criteria to be used in the school district's selection of a nursing service provider for the nonpublic school;
4. To ascertain the level of satisfaction of the nonpublic school with the current nursing service provider;
5. If the chief school administrator or designee and the nonpublic school administrator cannot reach an agreement regarding the health services and additional medical services to be provided, the county office of education shall provide assistance;
6. To assure that a description of the provision of nursing services is reflected in the school district's Nursing Services Plan; and
7. To ensure nonpublic school students in the school district who are knowingly without medical coverage have access to the NJ FamilyCare program and to make accessible information regarding the program to the students, pursuant to N.J.S.A. 18A:40-34.

Prior to any change in the provision of nursing services, the district board of education shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents.